

Application to Board of Zoning Adjustment

Date Stamp

City Planning & Development Department City Hall, 414 E. 12th Street, 15th floor; Kansas City, MO 64106-2795 Phone (816) 513-2846 | Facsimile (816) 513-2838 | www.kcmo.org/planning

Refer to Development Guide for additional information

For Office Use:	Case Number:	BZA Da	ate	
KIVA Number:	Receipt Numl	ber:	Filing Fee \$	
1. Request				
☐ Variance (88	3.565)	☐ Special Except	tion to Fencing Requirements (Chapter 27)	
☐ Appeal of D	etermination (88.575)	☐ Appeal of Cert	ificate of Legal Nonconformance (88.610)	
☐ Request for	Rehearing (88.565, 570, 575)	Other (Please	describe)	
2. Applicant/Ow	ner/Agent Contact Informati	ion		
Applicant		Compa	any	
Address	City	y & State	Zip	
Telephone ()	Fax (<u>)</u>	Email _		
Property Owner(s) (if different from applicant)			
			Zip	
Telephone ()	Fax ()	Email _		
Agent/Contact		Compa	nny	
			Zip	
			Σίβ	
			☐ Property Owner ☐ Agent/Contact	
-	·	, —		
. ,	•			
	a. Location			
_				
4. Reason for th	e Request/Why the Applicat	ion is being filed	(attach additional sheet if needed)	
	io requesti in a reprise	.ioii io boilig iliou	(attach daditional choot ii hocasa)	
5 For variance	request, also state			
	•	ulk etc)		
	•	to opposit afair (b)	Doords in mount identify the contract	
			e Board; i.e., must identify why you cannot	

7.	Fili	ing Fee					
		Variance					
		☐ For one and two family dwelling and accessory uses	\$259				
		☐ For all other uses	\$518				
		Appeal of Determination or Certificate of Legal Nonconformance (must be filed within 15 days of the decision)	\$518				
		Request for Rehearing	\$207				
		Special Exception to Fencing Requirements	\$174				
		Other (Please describe)	\$389				
8.	No	tice to Applicant					
Ο.	140	tice to Applicant					
	A.	A. A preapplication consultation prior to filing an application to the Board of Zoning Adjustment is encourable but not required. Please indicate whether you have met with a planner in the Development Manage Division of the City Planning and Development Department Yes No					
		If so, PlannerDate					
	В.	Prior to any public hearing, an applicant must make a reasonable effort to contact and meet with, if requested, the applicable neighborhood and/or civic organizations registered with the city. Failure to do so may be cause for continuance. Please provide information on this contact, as follows:					
		Neighborhood or Civic Organization(s)					
		Neighborhood or Civic Organization(s)LocationLocation	_				
		Describe (optional)					

- interested parties by posting a sign on the subject property visible from each abutting public right-of-way. Signs must be posted by the applicant 15 days before the public hearing. The sign is provided by the City at the time of application. Additional notification is provided to all residents within 300' of the subject property by the city via mail and through notice in the newspaper.
- D. This application constitutes the consent of the property owner to authorize staff to enter the premises for the purpose of making a video of or otherwise documenting the property which is the subject of the appeal.
- **E.** The owner of record of the real property which is the subject matter of the application before the CPC and/or BZA MUST appear at the hearing either in person, through an attorney licensed to practice law in the State of Missouri, or by a designated person as indicated by a signed, notarized affidavit. On the day of the hearing, please make every effort to keep your presentation to fifteen (15) minutes or less.
- **F.** No request for continuance of a hearing, either legally advertised or set for a special day by the BZA, shall be granted by the BZA unless written notification of such a request is filed in the office of the BZA the Friday immediately preceding the hearing date or, in the case of special meetings, four (4) calendar days prior to the date set for the hearing. The notification and intent to request a continuance shall set forth the facts upon which the application and continuance is based. Receipt of said notification in the office of the BZA shall not be deemed to grant a continuance until such time as acted upon by the BZA.
- **G.** For any request for <u>continuance</u> by the applicant, a fee of **\$130** will be assessed. The continuance fee must be paid in full (with a copy of the "paid" receipt forwarded to the staff planner assigned to the case) by 4:00 PM of the Tuesday preceding the next hearing of the case.
- **H.** Any person with a disability desiring reasonable accommodation to participate in this meeting may contact the 311 Action Center at 311 or (816) 513-1313 or for TTY 513-1889 or by email at actioncenter@kcmo.org.
- **I.** If you have any questions regarding this application, please contact the City Planning and Development Department staff at (816) 513-2846 for assistance.

9.	The Applicant Shall Submit the following:
	All applications to the Board of Zoning Adjustment <u>must</u> include the following <u>on the date of submission</u> . The case will <u>not</u> be placed on a docket until all information is received and complete.
	Completed application form with property owner, and signature.
	Legal description of property.
	Appropriate fee payable to City Treasurer KCMO .
	Zoning Determination. Submit a copy of the site plan to the 5 th floor, Permits Division, to request a zoning determination. As your case cannot be docketed without a zoning determination, allow up to 5 days for completion.
	In cases of appeal, submit the Notice of Violation or written determination (including denial of Certificate of Legal Nonconformance). A zoning determination is not required for appeals, unless a variance is also requested.
	Affidavit (owner's consent form) signed by the property owner. (This form is attached to this application) An affidavit is not required if the property owner, or an attorney representing the property owner, will be in attendance at the hearing.
	☐ Eight (8) copies of a <u>site plan</u> , drawn to scale with property lines, north arrow, locations of buildings, setback dimensions, parking, screening and landscaping of parking lots, signage (including elevations), ingress/egress, etc.
	 All site plans must be sealed or certified by an architect, engineer or surveyor (except for one and two-family residential properties) and include plan information as applicable to the development and to the request.
	 Requests for height variances and special exceptions to fences and walls must include an elevation drawing.
	 Site plan must be FOLDED to a size no larger than 8.5 x 14 inches.
	Multiple pages must be collated and stapled.
	 Site plans are not required for appeals where no variances are requested.
	Provide an 8.5 x 11 inch copy of the site plan; and, if applicable, an elevation drawing.
	☐ The information presented with this application is true and correct to the best of the undersigned's knowledge.
10.	Applicant declares that this application consists of the required items as listed above, necessary for a complete application.
	Signature
	<u> </u>
	Printed NameDate

Form Revised May 1, 2012

9.

LOCATION OR BZA CASE NO.	
STATE OF)	
COUNTY OF)	
the owner of the land which is the subjauthorized *that any representations made by age and that agent has full authority to bind	vorn and under oath, hereby states that the undersigned is ject of the case referenced above, that the undersigned has as agent for the purposes of this case and ent to the Board of Zoning Adjustment may be relied upon d the undersigned to any conditions of approval including mance, dedication of right-of-way, submission of a plat
pursuant to Chapter 66, Code of Gene of public improvements or modificatior	eral Ordinances, submission of a drainage plan, construction
(Corporate Seal**)	Signature of Property Owner
	Typed or Printed Name
ATTEST:	Title
Corporate Secretary (If no seal)	Name of Company or Organization (If Applicable)
Subscribed and sworn to before me a , 20	notary public on this day of
	Notary Public
My Commission expires:	

- Note: Designated agent must be an individual, not a company or firm.
 If Corporate Seal not available, must have signature of both the Corporate President <u>and</u> the Corporate Secretary.